



FLIXTON PRIMARY SCHOOL

RECRUITMENT AND DBS POLICY

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INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met. Where necessary, guidance will be sought from the local authority or from external agencies such as professional associations to ensure all statutory requirements of appointment are met. The school is aware of, and fully committed to meeting, the requirements of Keeping Children Safe in Education (KCSiE) 2018, and this document outlines how school will fulfil those requirements in its recruitment of staff.

IDENTIFICATION OF RECRUITERS

The school will maintain a position in which at least one Governor and one senior member of staff (usually the Headteacher) has successfully received accredited training in safe recruitment procedures.

INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS disclosure.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s safeguarding policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form.

SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate’s suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate’s suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity;
- to complete an Enhanced DBS disclosure application and receive satisfactory clearance;
- to be checked against the Barred List provided by the DfE;
- to provide actual certificates of qualifications;
- to provide proof of eligibility to live and work in the UK.

Staff appointments will only be confirmed if the above criteria are met, including two suitable references and verification of professional status if appropriate.

We will undertake overseas checks if a successful applicant staff member is employed or has returned from a period of employment from abroad.

In the event of an applicant being checked and appearing on the Barred List, school will report the applicant to the police, as it is a criminal offence to seek work in a regulated activity whilst barred from doing so. The offence carries a maximum penalty of five years imprisonment.

INDUCTION

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

CENTRAL RECORD OF PRE EMPLOYMENT CHECKS

In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment and vetting checks is kept. This record contains details of checks for:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers and governors who also work as volunteers within the school.

DBS

As an organisation using the DBS service to help assess the suitability of candidates we comply fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of disclosure information.

We also comply fully with obligations under the Data Protection Act 1998 and other legislation pertaining to safe handling, use and storage, retention and disposal of secure information.

Disclosure information will be kept securely will be kept securely in a locked filing cabinet.

In accordance with section 124 of the police act 1997, disclosure information is only passed on to those whom disclosures or disclosure information has been revealed. It is a criminal offence to pass the information to anyone who is not entitled to see it. Disclosure information is only used for our specific purpose and for which the full consent of the applicant has been given.

Once a recruitment decision has been made, we do not keep disclosures on our premises.

School will make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned; aware that this is a legal duty.

FURTHER DBS REQUIREMENTS

Contractors

Schools should have arrangements in place with contractors to make sure that for any of the contractor's staff working regularly in the premises with the opportunity for contact with children, the contractor has obtained a barred list check and an enhanced DBS check. For contractor's staff who do not work regularly at the school but may have contact, it is up to headteachers to use their professional judgement to decide whether to request a DBS check and how far to supervise these workers. Generally, contractors who have not been checked by their employers should be supervised.

Visitors

School cannot undertake barred list or enhanced DBS checks on visitors e.g. MP's or relatives attending sports day. Headteachers should use their professional judgement about escorting and supervising visitors.

Supply Staff

Schools must ensure that the supply agency provides confirmation that the relevant checks have been completed.

New Volunteers

Volunteers who regularly teach or look after children on an unsupervised basis are working in regulated activity; the school should obtain a barred list check and an enhanced DBS check.

If the volunteer is not in regulated activity the headteacher should undertake a risk assessment and use their professional judgement and experience when deciding whether to require an enhanced DBS check. The headteacher should consider:

- What the school community already knows about the volunteer, including formal and informal information from staff, parents and other volunteers and ;
- If the volunteer has other employment or voluntary experience that is likely to produce suitable references
- Any other relevant information about the volunteer or the work they are likely to do.

Governors

New legislation released by the Government came into force on 18th March 2016 which states that Enhanced DBS checks are mandatory for Governors in Maintained schools.

- Governors appointed prior to 1 April 2016 must obtain an Enhanced DBS check by September 2016

- Governors appointed after 1 April 2016 must apply for an Enhanced DBS check within 21 days.

Work Experience students and long-term training placements

It is not necessary to obtain a DBS enhanced disclosure for secondary pupils undertaking voluntary work or work experience in other schools. However, it is good practice to ensure that visitors sign in and out, and are escorted while on the premises by a member of staff or appropriately vetted volunteer.

Students, who are required to work with children as a necessary part of a training course, e.g. student teachers, nursery nurses, etc. will need to apply for a disclosure when they are accepted onto the course.

Specialist external instructors

Where a school arranges for an external specialist or instructor to come into school and have unsupervised or regular contact with children, the school should ask him or her to apply for an enhanced DBS disclosure.

Educational Psychologists, Behaviour Support and the Music support all have enhanced DBS disclosures.

A disclosure is not necessary for visitors “who have brief contact with children with a member of staff present”, for example, if they give a talk or run a workshop.

Visitors and volunteers who do not need DBS checks

- People visiting the headteacher or other staff or who only have brief, supervised contact with children
- Visitors or contractors who carry out emergency repairs or service equipment, and will not be left unsupervised on the premises
- Volunteers who accompany staff and children on one-off outings or trips that do not involve overnight stays or who help at one-off events, such as a sports day, school fete or open day
- Secondary school age children on work experience placements